

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0128297**  
POSITION NO: **206970**  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: **11/04/13**  
CLOSING DATE: **11/18/13**

DEPARTMENT NAME / WORKSITE: **DNR/Minerals Department - Window Rock, Arizona**  
WORK DAYS: **Mon-Fri** REGULAR FULL TIME: ☒ GRADE/STEP: **Y60A**  
WORK HOURS: **8am-5pm** PART TIME: ☐ NO. OF HRS./WK.: **40** \$ **27,768.00** PER ANNUM  
SEASONAL: ☐ Duration: \$ **13.35** PER HOUR  
TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Researches and responds to general information requiring comprehensive knowledge of department policies and procedures; composes, types and edits correspondence, reports, forms and documents; enters and verifies data in computerized system; maintains electronic and hard copy files; maintains records of information, answers telephone calls and route calls to appropriate staff, takes messages, schedules appointments and meetings; makes travel arrangements and prepares necessary and appropriate travel documents and reports. Assists with the preparation of yearly program budget; monitors expenditures of program budget and compiles status reports. Maintains files and ledgers, personnel records, budget data and financial records, ensures adherence to applicable policies and procedures; coordinates, schedules and tracks progress of specialized projects; receives, logs and distributes incoming/outgoing mail; monitors and orders office supplies. Communicates regularly with Navajo Nation, Private Sector and Federal Government employees

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associate's degree in Secretarial Science, Business or related field or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

At three (3) years responsible office management experience or an equivalent combination of education and training which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Must be able to use personal computer Microsoft Windows software and have data entry knowledge. Must have effective communication skills.

**Special Requirements:**

(Preferred) Applicant must possess a valid state driver's license and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**